# SETAC NORTH AMERICA
## AWARDS AND FELLOWSHIPS COMMITTEE (AFC)
### STANDARD OPERATING PROCEDURES

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SETAC NORTH AMERICA
AWARDS AND FELLOWSHIPS COMMITTEE (AFC)
STANDARD OPERATING PROCEDURES

1.0 SETAC Awards and Fellowships

The Society of Environmental Toxicology and Chemistry (SETAC) strives to recognize and honor outstanding contributions of individuals or groups of individuals to the environmental sciences and the Society using the Awards Program. SETAC also endeavors to recognize and honor the participation of students and pre-professionals in the Society and to use Society resources to enhance their professional development. SETAC awards may be global in stature or may recognize contributions at the geographic unit level. The SETAC NA Awards program is also described on at the webpage: SETAC NA Awards. Each award is evaluated by the guidelines in this document for the specific award, but all guidelines maintain the intent of the Society’s award process.

Most awards are open only to members of SETAC, and some are open to non-members as well. Nominees for all awards may be self-nominated or nominated by another individual. Recipients of these awards are announced each year at the SETAC NA Annual Meeting. The SETAC NA Awards and Fellowship Committee is comprised of subcommittees for the various categories of award and fellowship, and these are described in the subsequent sections of this SOP. SETAC NA strives for inclusivity and diversity and awards will be granted regardless of race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, the presence of disabilities, or educational background.

1.1 Charge to the Awards and Fellowships Committee

A) Solicit nominations from committee members and the general membership of SETAC for each award given by SETAC NA and administer fellowships to students, including soliciting applications and selecting the awardees.
B) Identify additional funding sources (e.g., Global partners, Interest Groups, Endowment Committee) to provide opportunities for SETAC to expand the number of available awards and fellowships.
C) Coordinate with current and prospective sponsors of awards and fellowships to ensure the timely and smooth implementation of innovative programs to ensure their satisfaction with the operation of their SETAC NA award or fellowship.

1.2 SETAC North America has Four (4) Categories of Awards and Fellowships and Grants and One Grants Award Category:

A) Professional Awards
B) Research Fellowships
C) Travel Awards for Recent Graduates, Students, and Minority Students and Faculty
D) Presentation Awards for Students
There are six (6) subcommittees that facilitate the solicitation and review of the Awards and Fellowships

1) Professional Awards Subcommittee (Section 4)
2) Research Fellowship Subcommittee (Section 5)
3) Recent Graduate Awards (Section 6)
4) Presentation Awards (Section 7)
5) Student Travel and Minority Student & Mentor Travel Award Subcommittee (Section 8)
6) Indigenous Peoples and Dependent Care Grants (Section 9)

1.3 Awards Managed by Other SETAC NA Committees, Interest Groups, or the President

Awards managed by other groups within SETAC are described herein to ensure that similar and consistent standards of award evaluations are conducted. These are described in more detail in Section 10.

A) SETAC North America Presidential Citations. Each year the President of SETAC NA may identify individuals for special honorary recognition at the SETAC NA Annual Meeting. Selection of individuals is at the discretion of the President; however, members of the Society may nominate and present nominees to the President for consideration.

B) SETAC North America Student Training Exchange Opportunity (STEO) funded by the Student Advocacy Committee. The SETAC NA Student Advocacy Committee (SAC) (formerly the Student Activities Committee) established a Student Training Exchange Opportunity (STEO) to support SETAC NA student members. This award is intended to provide students with an opportunity to gain experience from universities (other than the student’s home institution), business, and government agencies that will support student advancement and training. Funds come from the Silent Auction developed, organized, and managed by the Student Advocacy Committee during the SETAC NA Annual Meeting.

C) SETAC North America Chemistry Interest Group Student Awards. SETAC NA’s Chemistry Interest Group supports several chemistry-related sessions at the SETAC NA annual meeting as well as a travel award for non-SETAC members to present at the conference. The Chemistry Interest Group is engaged in developing joint activities on a regional basis with other chemistry-related organizations (such as the American Chemical Society, ACS) to further our outreach within the chemistry community.

1) SETAC-American Chemical Society ENVR Student Exchange Program (Chemistry Interest Group). This award is a SETAC NA Chemistry Interest Group Student Exchange Award. This award is based on the student’s presentation at the Annual Meeting.

2) SETAC North America Chemist Travel Award. This award is sponsored by the Chemistry Interest Group. The Chemistry Interest Group sponsors an individual who excels in the field of environmental chemistry and is currently not a member of SETAC to attend the SETAC NA meeting. The award includes hotel stay and meeting registration for the awardee and up to three accompanying students. Each year, nominations are accepted through April 15th for the November Annual Meeting.
2.0 Membership and Committee Structure

The SETAC North America Awards and Fellowships Committee (henceforth, AF Committee) is responsible for organizing the review of several SETAC NA awards and providing their recommendations to the Board of Directors of SETAC NA. The Committee includes the Co-Chairs and Subcommittee Chairs, and the members of each subcommittee. The AF Committee will be led by Co-Chairs, with one Chair from the general membership and the other shall be a current member of the SETAC NA Board of Directors, typically one of the two liaisons to the committee. The term of the chair should be a three-year term, where the chair can be reappointed to additional terms. All members of this Committee must be members of SETAC. Members on the AF Committee Steering Team comprised of all the subcommittee chairs) and should be SETAC members in good standing. Committee membership should include tripartite participation by SETAC NA members representing business (industry/consulting/NGO), government, and academic sectors. The inclusion of students, variation in career level, and diversity in career-level and expertise, nationality (i.e., Canada, Mexico, and the USA), and gender are encouraged.

The SETAC NA President appoints the member-Chair and the Board Liaison to the Committee. Chairs shall work with the committee members to provide Subcommittee Chairs to appoint the regular Subcommittee members. There are at least 30 regular members of the committee, including Committee Chair, Subcommittee Chairs, and the Committee Board of Director’s Liaison. The SETAC NA Executive Director serves as an ex officio member with support from the SETAC office staff. The vice-chair is suggested by the Awards and Fellowship Committee chair and approved by the President of the SETAC NA Board of Directors. The president shall make the appointment, which becomes effective immediately. The former Co-Chair will remain on the committee as past chair for one year if willing. This should aid in preserving SETAC institutional memory and facilitate long-term planning.

The Committee consists of SETAC members who are appointed by the chair. Terms of the Committee Chairs, Subcommittee Chairs, and all members should serve a rotating three-year term so that membership includes new members and those rotating off (i.e., yearly). The Committee and each Subcommittee can include a Chair and Vice-Chair, which will succeed the Chair. Each member is to serve for three (3) years, with some re-appointments permitted, but appointments should not exceed six years for the Committees and Subcommittees. Appointments are made each year following the SETAC NA Annual Meeting and become effective immediately upon acceptance of the appointment. All reasonable effort should be made to balance membership among government, business, and academic sectors. Also, the committee includes positions for two student members. To ensure continuity within each subcommittee, no more than one-half of a subcommittee should be replaced in any given year. Committee members may serve less than three years if necessary, but the chair should be notified as soon as possible that a three-year term is not possible. New appointments should be made each year, one month before the SETAC NA Annual Meeting.

2.1 Roles of the Chairs, Subcommittee Chairs and Committee Members, Board of Directors, Executive Director, and SETAC Office Staff

After the SETAC NA Annual Meeting, the Subcommittee Chair will coordinate with the AF Committee Chair, along with the SETAC NA Executive Director to make sure that an official acknowledgment of the award of the fellowship(s) and award(s) is sent to each recipient. While it is not required, sometimes a letter of appreciation is sent to the unsuccessful applicants. The SETAC NA Board of Directors has oversight for the committee and will offer guidance to ensure compliance with established policy. Any material shared by the committee or posted on the committee webpage should adhere to the SETAC Communities Rules of Conduct, SETAC Logo and Trademark Guidelines, SETAC Social
Media Guidelines, and SETAC Privacy Policy. Moreover, all committee members should adhere to the SETAC Code of Ethics. These materials are incorporated into this guidance by reference.

A) SETAC NA Awards and Fellowship Committee

| Directly or through the SETAC NA Board of Directors AF Committee liaisons, attend Board meetings to submit motions and solicit nominations on behalf of the Committee. |
| Co-Chairs, Subcommittee Chairs |
| Work closely with the SETAC NA Board of Directors AF Committee liaisons throughout the year to provide timely and complete progress reports on committee activities and issues, and an Annual report to be delivered at each Annual Meeting. |
| Co-Chairs, Subcommittee Chairs, Committee Members |
| Maintain records of Committee activities to pass on to the Chairs’ successors |

- Select incoming Committee replacements during the Annual Meeting, with Chair and Vice-Chair, revisit terms of membership for alternating rotations of a committee member.
- Respond promptly to actions requested by the Committee Chair and appropriate Subcommittee Chairs
- Attend and review student poster and platform presentations
- Promptly send nominations and proposals to the appropriate Subcommittee(s) for timely voting
- Announce award recipients, calls for nominations, and solicit proposals regularly in the SETAC Globe, and by Twitter, blast emails, etc. Provide notices on the SETAC Facebook, Twitter, and other social media accounts.
- Promptly inform the SETAC NA office awards point-of-contact about the needs for the timely preparation of award plaques and certificates of appreciation
- Manage the Student Presentation Awards so that each category has nominees and awards every year. Board approval for these awards is not required
- Work with the SETAC office staff to maintain current awards listing in the SETAC Files.
- Present at the Annual Meeting
- Facilitate improvement in the onsite review process.
- Address any suggestions for improving the SETAC NA Awards and Fellowship program at a minimum, once a year.

B) SETAC North America SETAC Office Staff

- Consolidate all awards and enter data into the Award Management System if not completed by the nominator. Update and revise the Award Management System when criteria change or as the Committee requests.
- Review nomination packages submitted, i.e., nomination requirements. Record packages missing required items. Contact the nominator before the deadline to remedy incomplete
packages. Inform the Chair that nominations were received that did not meet the nomination requirements but do not submit these for review.

- Maintain records for the awards for each year and track any nominee/applicant packages that are valid for three years with a rolling nomination as described for each award. Ensure that the nominations are included in the subsequent year reviews.
- Provide data from the Award system to the Chairs, Subcommittee, members, Board Liaisons, Board of Directors, and President as requested or soon after the deadline closes.
- Provide timely support services to the AF Committee as specified in the annual budget.
- Obtain appropriate certificates of appreciation and award plaques as needed.
- Advise AF Committee Chair and Subcommittee Chairs of deadlines and needs relative to the Board meetings and the Membership Directory.
- Arrange for awardee travel and participation at the Annual Conference

C) SETAC North America President

- Announce or designate the committee Chair or Subcommittee/committee member to announce awards to recipients during the Annual Meeting.
- Each year appoint two members from different term years to act as a liaison to the SETAC NA AF Committee. Liaisons should be in contact regularly with the committee throughout the year
- Provide nominations for awards to the Committee Chair.
- Select incoming AF Committee Chair in accord with SOP requirements and monitor performance of this individual to ensure compliance with the SOP responsibilities.
- At the discretion of the new Chair, the outgoing Chair may remain a committee member.

D) SETAC Board Members

- Two members from different term years will act as a liaison to the SETAC NA AF Committee. Liaisons will work closely with the committee throughout the year.
- Critically consider all Awards and Fellowship recommendations from the Awards and Fellowship Committee before approving.
- Support the SETAC NA President in his or her oversight responsibilities of the AF Committee performance.

3.0 Nomination Procedures

The SETAC NA Board of Directors (BoD), the AF Committee Chair, the Subcommittee Chairs, and all Committee and Subcommittee Members will actively seek nominations for each award, except the student travel and presentation awards, throughout each year. The Committee Chair will coordinate with the Subcommittee Chairs and will regularly use the monthly newsletter, the SETAC Globe, to solicit nominations from the membership for specific awards.

Members of the entire Committee will seek nominations during their business or academic activities and attendance at scientific meetings. Unsolicited nominations will be considered equally with all others. Multiple nominees/applicants for each award are desirable. However, if only one nomination is available, and it is outstanding and meets the award criteria, then the committee can decide to award any of the awards with one nominee.
In general, the SETAC NA AF Committee will review the nominees/applicant from the Subcommittees. Each subcommittee shall review the applications and provide both a score and a rank for each reviewer. No fewer than three reviews are performed for each nomination for each award.

After ensuring that all applications met the requirements of the nomination, and a review of any ties or concerns of all nominees/applicant, the AF Subcommittees should prepare a written summary of each nominee’s qualifications for review by the Committee. After the Committee approves of the award winners, the Chair submits the nominees/applicant and their citation wording to the Board of Directors liaisons (two) for the SETAC NA Board of Directors review. If there are any scoring issues, concerns, or problems with the applications, the Committee shall bring this to the Board’s attention via the Committee Liaison(s) and Co-Chairs. The Board then reviews the nominee summaries and may approve of the nominee, or they may modify the awardee with additional information that the committee may not have available to them.

After the Board of Directors reviews and votes to approve the nominees/applicant selected to receive the award, the SETAC NA Executive Director will coordinate notification of the winners of all awards as soon as possible after their selection. Typically, the Professional Awards will be presented during the subsequent Annual Meeting, and the SETAC NA President may choose to designate the AF Committee Chair to give the awards.

The Committee Chair and the SETAC office staff that support the Awards Committee will keep the rolling nominations received each year that do not result in an award for future consideration. These rolling nominations packages will be retained by the SETAC Office staff and in the award system that has been developed. All aspects of the award process are to be kept confidential to protect the rights of all nominees/applicant and to make sure that award recipients will be notified properly.

Table 1. Summary of SETAC North America Awards and Fellowships. The Web link for information is: [https://www.setac.org/?page=SNAAwards](https://www.setac.org/?page=SNAAwards)

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<th>Short Description</th>
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<th>Decision Date</th>
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<td>Stephen J Klaine Environmental Education Award</td>
<td>This award targets environmental science education in schools and to the public.</td>
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<td>Government Service Award</td>
<td>This award recognizes exemplary dedication and service by scientists or scientific organizations toward promoting the collective application of environmental toxicology and chemistry to risk assessment in a government function.</td>
<td>2nd Friday of May</td>
<td>June 10</td>
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<td>Eugene Kenaga Membership Award</td>
<td>This award is given to a member of SETAC who has been instrumental in developing and working with the Society’s membership at either the national or chapter level.</td>
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<td>SETAC/Outstanding Regional Chapter Award</td>
<td>This award is given to a regional chapter member of SETAC who has been consistently contributing to the development or functioning of the Society at the Regional Chapter Level.</td>
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<td><strong>RESEARCH FELLOWSHIPS SUBCOMMITTEE</strong></td>
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<td>EA Engineering Jeff Black Fellowship</td>
<td>The Fellowship Award is given to an exceptional master’s level student who has been accepted to or is</td>
<td>2nd Friday of May</td>
<td>June 10</td>
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<td>Particpating in an environmental science or engineering program at a college or university.</td>
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**RECENT GRADUATE TRAVEL AWARDS SUBCOMMITTEE**

| SETAC NA Recent Graduate Member Travel Award | The purpose of the award is to encourage the participation of recent graduates who are SETAC members at each SETAC NA annual meeting. It is anticipated that six awards (two per sector) will be made directly to recent graduates | 2nd Friday of May | June 10 |

**TRAVEL AWARDS SUBCOMMITTEE**

| Student Travel Award | These awards provide partial support for students to participate in the SETAC NA annual meeting. | Abstract Due Date | 10 Jul (before board meeting) |
| Minority -Mentor Travel Award | These awards provide partial support for students and/or advisors to participate in SETAC annual meeting. |

**STUDENT PRESENTATIONS SUBCOMMITTEE**

| SETAC / Best Student Platform and Poster Presentation Award; Undergraduate Student Presentations | These awards honor the top three student presentations in both the platform and poster categories, and awards are given for 1st, 2nd and 3rd place for each of the platform and poster presentations. | Date of abstract submissions | Close of the annual meeting |
| SETAC / Best Student Platform and Poster Presentation Award; Master Student Presentations | These awards honor the top three master student presentations in both the platform and poster categories, and awards are given for 1st, 2nd and 3rd place for each of the platform and poster presentations. |
| SETAC / Best Student Platform and Poster Presentation Award; Ph.D. Student Presentations | These awards honor the top three Ph.D. student presentations in both the platform and poster categories, and awards are given for 1st, 2nd and 3rd place for each of the platform and poster presentations. |
3.1 General Committee Review and Recommendation Procedures

Upon completion of the selection of a nominee for each award as outlined below, the Subcommittee Chair will provide a brief synopsis of the winner to the Chair for review. After review of the synopsis, the Chair will forward the recommendation to the Board of Directors for a vote of approval. This process will apply to all awards. Awardees are notified after the Board approves the slate put forward. The Committee (Chairs and Subcommittee Chairs) should review the final selections and provide a majority opinion of the list of Award winners. These synopses will include:

- Nominee name
- Award for which they were selected
- Summary of key contributions to the field for which the award is being given,
- The significance of these contributions
- Important publications (where appropriate)

3.2 Subcommittee Operations for the Review of the Awards

The deadline for the submission of nominees/applicant for the professional awards is often around 1 May of each year; the review process should be completed by the middle of June.

The SETAC office staff shall review the submission packages and ensure that the packages forwarded to the reviewers meet the required application requirements for each award and the process documented. The SETAC office will contact the Subcommittee Chairs that the package is ready, and the Subcommittee chairs who will organize the appropriate subcommittee members to conduct the review and the SETAC NA Office contact the reviewers. The packages are forwarded to the appropriate subcommittee for review only when all the required documents have been verified as meeting the eligibility requirements by the SETAC staff (forms, abstracts, letters of support, goals, and accomplishments, CV or resume length, etc., are provided as well as the maximum requirements for any documents). This distribution may be by electronic copy, or it may be through password-protected web pages on the SETAC NA website. The Subcommittee Chair will then organize the review of the applications for each fellowship award, and each award is reviewed using a numerical scoring system to facilitate ranking of each proposal so that the winner will be selected in a fair and non-arbitrary manner. Standardized scoresheets are used, and all reviewers will use the same scoring scale for the various awards. When scores are summed, the applicant with the highest-ranked score is the winner. If the highest-ranked score has received other SETAC awards, the committee should be involved in making the final determination for each award.

The appropriate subcommittee chairs will summarize the standardized scores for each nominee and provide any general comments provided by the reviewers that are useful in determining the awardee. During the
review and scoring process, a Subcommittee member may indicate that she/he considers a nominee unacceptable (NA). After the reviews are complete, the summary is provided to the Chair, who in turn will provide the names of all the awardees from all the Subcommittee Chairs to the SETAC NA Board liaisons. The liaisons will then review the process, discuss any outliers, or specifics of the award process with the Subcommittee Chairs and the Chair.

The rankings will be summed and used to recommend nominees/applicant to the Board. A simple majority vote of the appropriate Subcommittee will be used to break a tie and present a recommendation to the SETAC NA Board of Directors. The Subcommittee Chair will vote as a regular member. When an awardee has been selected for each Professional, Fellowship, or Travel Award, the Subcommittee Chair will notify the AF Committee Chair. The Chair should describe with the list of winners as to the names and a brief description of the nominees/applicant and notify the SETAC NA Board of Director Liaisons. In turn, the Liaisons will provide the recommendation to the Board of Directors for a vote on each awardee. Every effort will be made by the Committee and by the Executive Director to make sure that the successful applicants are present at the opening plenary session of the Annual Meeting.

If it is the wish of the sponsoring organization, the name(s) of the winner(s) should remain confidential, and everyone should, to the extent possible, prevent the successful applicant(s) from being informed about their selection before the Annual Meeting.

The SETAC NA President, in conjunction with the representative of the sponsoring organization, will announce the successful applicant(s) for the Professional, Fellowship, and Travel Awards(s) at the NA Annual Meeting.

For fellowships involving research proposals, the Subcommittee Chair may prepare an individualized summary of the reviewers’ evaluation comments to be sent to each applicant. Numerical scores and ranks of applicants’ proposals should remain confidential.

4.0 Professional Awards

Applications are received by the SETAC Office and the initial review will be done to make sure the applications have met the submission requirements as stated for each award (i.e., a member in good standing, letters of nomination, and the acceptable length of the resume) before sending the list of nominees/applicant to the Subcommittee Chair. The Subcommittee Chair will then inform the committee members of the review schedule and the process for the review, as well as the links for the evaluation criteria, and the rubric for each award. As the SETAC professional awards are prestigious, the review process should have at least five reviewers reflecting tripartite representation and reviewers should be queried regarding any conflict of interest with the applicants that they are reviewing.

Failure to meet the deadline or to follow instructions will invalidate the application. The application packet must contain all the materials requested to be considered for the award. Each element of the application must not exceed the length guidelines given below.

Once the Subcommittee or Committee reviews are completed, a report of the slate of nominees and the award winners shall be provided to the Board of Directors Liaisons to the AF Committee. This slate shall be presented to the Board of Directors at the July or August Board Meeting for approval so students can be notified and register for the early bird registration. Once the board approves the slate of awardees, the Executive Director shall work with the SETAC office staff to notify the awardees.
4.1 Stephen J. Klaine Environmental Education Award

The Stephen J. Klaine Environmental Education Award (formerly the SETAC/Menzie Environmental Education Award) award recognizes an individual, group, organization, or corporation for a significant contribution to environmental education. The award is named in honor of Dr. Klaine, who touched the lives of so many with his dedication to environmental science, teaching and mentoring of students during his 30-year career. As professor and director of Clemson University’s Institute of Environmental Toxicology, he was an advisor to more than 40 doctoral and 45 master’s students. He was also committed to international student outreach, teaching in Cuba, Jamaica, Canada, Portugal, Vietnam, Africa, and Australia. His efforts at capacity building in Vietnam resulted in the first collaborative master’s program in environmental toxicology between Hanoi University of Science and Clemson University. Klaine had a long-term dedication to SETAC and, through his teaching and mentoring of students, an immense impact on environmental science globally. Therefore, the award, formerly known as the SETAC/Menzie Environmental Education Award, was renamed in 2016 to pay tribute to his efforts. This award is supported through SETAC member contributions.

The award alternates in successive years between honoring an individual educator of educators and individuals or groups within organizations engaged in educating the public. For either recipient, the contribution should be related to one of the following areas of environmental education: improving environmental science curricula and technical education at any level of the educational system; developing programs that enhance environmental literacy and awareness of youth and the general public; or supporting innovative educational programs that encourage and stimulate professional development of environmental scientists, or provide significant contributions to environmental education either through educating other educators or by working with community groups and K-12 programs. Awards in even years will target groups and organizations engaged in educating the public, and odd years will target individual educator of educators.

A) Award Benefit: A complimentary registration for the SETAC SETAC NA Annual Meeting, $1,000, and an appropriate plaque is given to the awardee, e.g., the opening session of the SETAC NA Annual Meeting or provided at a future date.

B) Eligibility: Eligible applicants must reside within the SETAC NA geographic unit: the U.S., Canada, and Mexico or subnational jurisdictions thereof. The nominee does not have to be a SETAC member and may be nominated by either a member of the Society or a non-member.

C) Application: The nomination package must be supported by all the materials requested to be considered for the award. Packages that are missing items or do not meet the criteria (i.e., exceed length requirements or membership requirements) will not be forwarded to the committee.

1) Nomination letter – This should include a written overview of the organization/program/project purpose and accomplishments (6000 characters or fewer) and supporting documentation of contributions made to the specified criteria of the award. The nominator must present documentation of contributions made to support the specified criteria of the award.
2) Contributions –
   a. Individual Applicant – A biographical sketch that is a brief (3000 characters or fewer) that focuses on the award criteria. Please do not include a list of publications.
   b. Organizational Applicant – a written overview of the organization, program, project purpose and accomplishments (6000 characters or fewer)

3) Letters of Support – Two (2) letters of support from individuals should focus on the award criteria. These letters should be no more than 3000 characters in length and ideally contain information that is not included in the recommendation letter. The support letters should clearly describe the impact of the nominee’s work as it aligns with the purpose, eligibility, and/or criteria of the award.

4) Citation (50 words or fewer) – Include a suggested citation that can be inscribed on the plaque that is used to summarize the accomplishment (e.g., for his or her outstanding achievement...).

D) Reviews – The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each application should have at least three (3) reviewers, and if there are more than three reviewers on only two or three of the applications, the lowest score should be discarded. The SETAC NA AF Subcommittee for Professional Awards will evaluate nominations independently using a standardized scoring system (cf., a rubric in the appendix) using the application requirements. Once the reviews are complete, the Subcommittee Chair will synthesize reviews of all applications into a ranked list to determine the awardee. A summary of the nominees and the selected nominee’s relevant contributions will be forwarded to the Committee Chairs and Board Liaisons who will then submit to the SETAC NA Board of Directors for review and approval.

E) Rolling Nomination – Nominees for the award are kept active for four (4) years in a rolling award process using our Management System, allowing for multiple considerations for the award.

4.2 SETAC Government Service Award

This government service award was created in 1997 to recognize exemplary dedication and service by a scientist or scientific organization toward the following:

- promoting the collective applications of environmental toxicology and chemistry to risk assessment in a government function;
- promoting the implementation of programs that can be used for the development of ecologically sound and acceptable practices and principles;
- and providing a forum for communication among professionals in government, business, academia, and other segments of society involved in the use, protection and welfare of the general public.

A) Award Benefit – A one-year SETAC membership is provided for scientist, complimentary registration for the SETAC NA Annual Meeting for the scientist or a representative from the scientific organization, and an appropriate plaque are given to the awardee, e.g., the opening session of the SETAC NA Annual Meeting.
B) Eligibility – Eligible nominees for this award will be restricted to public sector employees of a government in the SETAC NA geographic unit: the U.S., Canada, Mexico, or subnational jurisdictions thereof, e.g., states, provinces, territories, and local governments.

C) Application – The nomination package must be supported by all the materials requested to be considered for the award. Packages that are missing items or do not meet the criteria (i.e., exceed length requirements or membership requirements) will not be forwarded to the committee.

1) The nominator must present documentation of contributions made to support the specified criteria of the award.

2) Letter of nomination (5000 characters or fewer). This document describes the contributions of the nominee and should describe the nominee's work and how it is aligned with the Award's purpose, eligibility, and/or criteria of the award. This letter is provided by a SETAC member that is familiar with the contributions of the nominee and must indicate how the individual exemplifies dedication and service by a scientist or scientific organization toward promoting the collective application of environmental toxicology and chemistry to risk assessment in a government function.

3) Biographical sketch – A brief (3000 characters or fewer) that focuses on the award criteria. Please do not include a list of publications.

4) Two (2) letters of support from individuals that are SETAC members and are familiar with the contributions of the nominee. The letters should indicate how the individual exemplifies dedication and service by a scientist or scientific organization toward promoting the collective application of environmental toxicology and chemistry to risk assessment in a government function. The letters must indicate how the individual has made contributions to SETAC using the award criteria and focus on the award criteria. Each letter should be no more than 5000 characters (max) and contain information not given in the Letter of Nomination. The support letters should clearly describe the impact of the nominee's work that aligns with the effort with the Award's purpose, eligibility, and/or criteria.

5) Citation (50 words or fewer) – Include a suggested citation that can be inscribed on used to summarize the accomplishment (e.g., for his or her outstanding accomplishment...).

D) Reviews – The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least three (3) reviewers, and if there are more reviewers on only a few applications, the lowest score should be discarded. The SETAC NA AF Subcommittee for Professional Awards will evaluate nominations independently using a standardized scoring system (cf., a rubric in the appendix) using the application requirements. Once the reviews are complete, the Subcommittee Chair will synthesize reviews of all applications into a ranked list to determine the awardee. A summary of the nominees and the selected nominee’s relevant contributions will be forwarded to the Committee Chairs and Board Liaisons who will then submit to the SETAC NA Board of Directors for review and approval

E) Rolling Nomination – Once an individual is nominated, that nomination will remain in effect for rolling nomination for three (3) years, provided the individual has not received the award. These nominations are maintained by the SETAC office for consideration each subsequent year and may be updated by the nominating individuals.
4.3 Eugene Kenaga SETAC Membership Award

The Eugene Kenaga Award was created in 2003 by SETAC to honor the many contributions of Eugene Kenaga, one of the founders and the first president of SETAC. This award recognizes a member whose efforts to cultivate development opportunities for the broader membership stand out. Eugene was instrumental in the creation of SETAC when no forum existed for interdisciplinary communication among environmental scientists, biologists, chemists, and toxicologists on environmental issues. Eugene graduated from the University of Michigan in 1939, with a Bachelor of Science degree in zoology and a minor in botany and obtained a Master of Arts degree in entomology from Kansas University in 1940. He trained as a malariologist at the Naval Medical School in Bethesda, MD, and served as an ensign and second lieutenant during World War II in Okinawa 1945-46 in command of a malariology. He worked for The Dow Chemical Co. evaluating the safety and environmental toxicity and persistence for the registration of Dow's chemicals from EPA. Eugene was elected the first president of the Society of Environmental Toxicology and Chemistry (SETAC).

This award will be presented annually to a member of SETAC NA who has been instrumental in the developing of and working with the Society’s membership at either the national or the chapter level. The awardee will have contributed at the national or chapter level toward the improvement of the services SETAC NA offers to members through activities such as short course offerings and workshops, committee representation, and meeting/session organization at the annual conference; will have enhanced growth of SETAC NA membership; or will have provided leadership for members either at the chapter or national level. With this Award, some overlap with the Outstanding Chapter Award is evident, and it is likely that some strong chapter nominees who are very member-focused be considered for the Kenaga award and when applications are high in number for either, considerations for alternate awards should be made.

A) Award Benefit – A one-year SETAC membership, complimentary registration for SETAC SETAC NA Annual Meeting, and an appropriate plaque are given to the awardee, e.g., the opening session of the SETAC NA Annual Meeting.

B) Eligibility – Eligible nominees must have a current membership with SETAC which will be confirmed through the SETAC membership files. Eligible applicants are restricted to members of SETAC NA in good standing for five years before consideration for the award. Eligible applicants must reside within the SETAC NA geographic unit: the U.S., Canada, and Mexico. The award will be granted regardless of race, gender, age, religion, ethnicity, nationality, sexual orientation, gender expression, gender identity, the presence of disabilities, and educational background.

C) Application – The nomination package must be supported by all the materials requested to be considered for the award. Packages that are missing items or do not meet the criteria (i.e., exceed length requirements or membership requirements) will not be forwarded to the committee.

1) The nominator must present documentation of contributions made to support the specified criteria of the award. A letter of nomination (5000 characters or fewer) that describes the contributions of the nominee and should describe the nominee’s work and how it is aligned with the Award's purpose, eligibility, and/or criteria of the award. This letter is provided by a SETAC member that is familiar with the contributions the nominee has made, and how they are recognized for their efforts related to membership in one or
more of the following areas: improving the types of services SETAC offers members (e.g., courses, workshops at the chapter level), enhancing the growth of SETAC membership, and/or providing leadership for members at either the chapter or the national level.

2) Biographical sketch – A brief (3000 characters or fewer) that focuses on the award criteria. Please do not include a list of publications.

3) Two (2) letters of support – Letters from individuals that are SETAC member and familiar with the contributions the nominee has made and provide specifics on the contributions for the award criteria and focus es on the award criteria. These letters must indicate how the individual has contributed to the SETAC membership in one or more of the following areas: improving the types of services SETAC offers members (e.g., courses, workshops at the chapter level), enhancing the growth of SETAC membership, and/or providing leadership for members at either the chapter or the national level. Each letter should be no more than 5000 characters s (max) and contain information not given in the Letter of Nomination. The support letters should clearly describe the impact of the nominee's work that aligns with the effort with the Award's purpose, eligibility and/or criteria.

4) Citation (50 words or fewer) – Include a suggested citation that can be inscribed on used to summarize the accomplishment (e.g., for his or her outstanding accomplishment...).

E) Reviews – The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least three (3) reviewers and if there are more reviewers on only a few applications, the lowest score should be discarded. The SETAC NA AF Subcommittee for Professional Awards will evaluate nominations independently using a standardized scoring system (cf., rubric in the appendix) using the application requirements. Once the reviews are complete, the Subcommittee Chair will synthesize the reviews of all applications into a ranked list to determine the awardee. A summary of the nominees and the selected nominee’s relevant contributions will be forwarded to the Committee Chairs and Board Liaisons who will then submit to the SETAC NA Board of Directors for review and approval.

F) Rolling Nomination – Once an individual is nominated, that nomination will remain in effect for rolling nomination for three (3) years, provided the individual has not received the award. These nominations are maintained by the SETAC office for consideration each subsequent year; and may be updated by the nominating individuals.

4.4 SETAC/Outstanding Chapter Member Contribution Award

The Outstanding Chapter Member Contribution Award was created in 2007 to recognize that the Society’s success and value to members are realized through the countless hours that its members contribute, often in the background, to the functioning of the Society’s Regional Chapters. This award will be presented annually to a regional chapter member of SETAC who has been consistently contributing to the development or functioning of the Society at the Regional Chapter Level. The awardee’s contributions would include improvement of the services the Regional Chapter offers to members through activities such as:

- Leadership for members at the chapter level;
• Improving services to members;
• Enhancing the growth of the regional chapter membership;
• Committee representation;
• Annual regional chapter conference or portions thereof;
• Short courses and workshops;
• Organizational and administrative support to any of the above.

A) Award Benefit – A one-year SETAC membership, a complimentary registration for SETAC SETAC NA Annual Meeting, and an appropriate plaque is given to the awardee, e.g., the opening session of the SETAC NA Annual Meeting

B) Eligibility – Eligible nominees must be a current member in good standing of a SETAC chapter within the NA Geographic unit of SETAC NA and have been a SETAC NA Regional Chapter Member in good standing for at least three (3) years and been active in volunteering their time on matters that relate to the Society’s membership for a three-year (3) period. The nominee is not required to be a member at the national level and the SETAC office will confirm membership with the Chapter.

C) Application – The nomination package must be supported by all the materials requested to be considered for the award. Packages that are missing items or do not meet the criteria (i.e., exceed length requirements or membership requirements) will not be forwarded to the committee.

1) The nomination package must be submitted by a SETAC Regional Chapter or SETAC NA Member. The nomination should come from someone who is familiar with the individual’s contributions and the efforts they have made on behalf of their Regional Chapter.

2) Letter of nomination (5000 characters or fewer). This document describes the contributions of the nominee and should describe the nominee’s work and how it is aligned with the Award's purpose, eligibility, and/or criteria of the award; the excellence of the work, innovativeness of the approach used, the potential/realized impact and benefits of the work on society, and service to the scientific community. This letter is provided by a SETAC member that is familiar with the contributions the nominee has made those letters must indicate how the individual exemplifies dedication and service. These letters should provide specifics on the contributions for the award criteria and focus on the award criteria.

3) Biographical sketch - A brief (3000 characters or fewer) that focuses on the award criteria. Please do not include a list of publications.

4) Two (2) letters of support from individuals that are SETAC member and familiar with the contributions the nominee has made. The support letters should clearly describe the impact of the nominee’s work that aligns with the effort with the Award's purpose, eligibility and/or criteria. The letters should each indicate how the individual exemplifies dedication and service to a regional chapter member of SETAC who has been consistently contributing to the development or functioning of the Society at the Regional Chapter Level. Each letter should be no more than 5000 characters (max) and contain information not given in the Letter of Nomination.

5) Citation (50 words or fewer): Include a suggestion citation that can be inscribed on used to summarize the accomplishment (e.g., for his or her outstanding accomplishment...).
D) Reviews – The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least three (3) reviewers, and if there are more reviewers on only a few applications, the lowest score should be discarded. The SETAC NA AF Committee Subcommittee for Professional Awards will evaluation nominations independently using a standardized scoring system (cf., rubric in the appendix) using the application requirements. Once the reviews are complete, the Subcommittee Chair will synthesize reviews of all applications into a ranked list, with the recommended awardee. A summary of the nominees and the selected nominee’s relevant contributions will be forwarded to the Committee Chairs and Board Liaisons who will then submit to the SETAC NA Board of Directors for review and approval.

E) Rolling Nomination – Once an individual is nominated, that nomination will be a rolling nomination remain in effect for a period of three (3) years, provided the individual has not received the award. These nominations are maintained by the SETAC office for consideration each subsequent year; and may be updated by the nominating individuals.

5.0 Research Fellowships

5.1 SETAC/EA Jeff Black Fellowship

This award is to honor Jeff Black’s life in science and his years of dedication to SETAC. Dr. Black was a champion for the involvement and growth of students in our profession and while providing a meaningful opportunity to students in SETAC. In memory of his achievements and spirit of giving back to students, this fellowship is offered to students starting their professional journey. Master’s students who have been accepted to or are registered in an environmental science or engineering program at a college or university are eligible. The award will be presented to the awardee during the SETAC NA Annual Meeting, e.g., at the opening session.

A) Award Benefit – The awardee receives a complimentary registration for the Annual Meeting, $2,000 from the fellowship fund and an appropriate plaque is given to, e.g., the opening session of the SETAC NA Annual Meeting

B) Eligibility – Student member in good standing of SETAC NA who reside in the SETAC NA GU are eligible for this award. Applicant must currently be a master’s student or an entering master’s student in any field of study encompassed by SETAC.

C) Application - The nomination package must be supported with all the materials requested to be considered for the award. For the fellowship applications, applicants should address these questions.

1) Application Letter - The applicant should provide a letter cover letter that describes the award they are applying for and their name and mailing address of the applicant.
2) Resume (two (2) page maximum).
3) A statement of student’s interest - in an environmental science profession, including research interests if formulated (two (2) page maximum);
4) Three letters of support.
   • One of the letters should certify that the student is, in fact, a candidate for a master’s degree.
   • Advisors letter - from the master’s program advisor (could be one of the three above)
5) Master’s degree research proposal.  
6) Transcript(s) of all completed undergraduate and graduate coursework.

D) Reviews – For the fellowship applications, evaluate all proposals for their assigned fellowship. The proposals should be ranked using the review criteria include the following:

- **Relevancy**: Does the research topic address a question or issue of current importance in environmental toxicology, chemistry, or hazard assessment?
- **Originality**: How novel and/or innovative are the proposed research hypotheses and experimental design/methodologies?
- **Soundness**: Will the experimental design and data analyses are adequate to prove or disprove the stated hypotheses?
- **Applicability**: How useful will the results be? Can/will they represent a significant contribution to environmental risk assessment or resources management? Does the researcher understand the full implications and applications of the research?
- **Feasibility**: Can the research project be accomplished in a reasonable timeframe, given the background of the researcher and the resources available to him/her?
- **Proposal Organization**: Does the proposal flow well, is it well organized, and are the ideas well-presented?

The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least three (3) reviewers, and if there are more reviewers on only a few applications, the lowest score should be discarded. The SETAC NA AF Subcommittee for Professional Awards will evaluate nominations independently using a standardized scoring system (cf., a rubric in the appendix) using the application requirements. Once the reviews are complete, the Subcommittee Chair will synthesize the reviews of all applications into a ranked list to determine the awardee. A summary of the nominees and the selected nominee’s relevant contributions will be forwarded to the Committee Chairs and Board Liaisons who will then submit to the SETAC NA Board of Directors for review and approval.

### 6.0 SETAC North America Recent Graduate Travel Awards

#### 6.1 Recent Graduate Member Travel Award

This award was established by the SETAC NA Endowment Fund Board of Trustees in 2017. The purpose of the award is to encourage the participation of recent graduates who are SETAC members at each SETAC NA annual meeting. For this award, recent graduate applicants are encouraged to be involved at SETAC in addition to presenting at the annual meeting and outline how they intend to remain involved in SETAC. A recent graduate is a member who is classified as a recent member based on membership dues. It is anticipated that six awards (two per sector) will be made directly to recent graduates in support of attending the SETAC NA Annual Meeting. Awards (up to US $800) in support of travel will be made with advance approval of the budget for these awards by the Endowment Fund Board of Trustees and waivers for the Annual Meeting Registration will be provided for the successful applicants. Financial support for this award is provided by the Endowment Committee.

The AF Committee Chair should reach out to the Endowment Committee to verify their support each year. In 2017 and 2018, there were two awards for each sector, academic, business and government recent graduates.

- **A) Award Benefit** – Travel support funds for attending the annual meeting in the year of the
B) Eligibility – Applicants must be a current SETAC NA recent graduate member in good standing who hold a recent graduate membership in the society. An Award can only be won once during the recent graduate membership status.

C) Reviews - The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least three (3) reviews, and if there are more reviewers on only a few applications, the lowest score should be discarded. The subcommittee should work with the Early Careers Committee to obtain SETAC members for the package reviews (who become subcommittee members). The nominee’s application does not need to address all the points below to demonstrate meaningful involvement at the meeting.

Involvement or Understanding of Advantages of Attending the Annual Meeting
- Is the nominee presenting at the meeting?
- Does the nominee explain their topics of interest and rationale for attending the meeting?
- the nominee list specific sessions, committees, and/or interest groups that they plan to engage with when at the meeting?
- Does the nominee list important meetings or networking opportunities that would not be made possible without attending the meeting?
- Is the nominee planning to enroll in a professional training course?
- Does the nominee provide an overall impression that they will take full advantage of what is offered at a SETAC NA meeting?
- Does the nominee address the financial need?

Goals and Aspirations of the Recent Graduate
- Does the nominee list short- and long-term career goals?
- Are the listed goals ambitious?
- Are the listed goals reasonable?
- Does the nominee link their career goals to meeting attendance?
- Does the nominee provide an overall impression that they see meeting attendance as an important contribution to achieving their goals?

D) Review of Applications - The list of highest scorerred applicants will be provided to the Board of Directors Liaisons to present to the Board of Directors before the July Board meeting so that the awardee can be notified and register for the early bird registration. Once the board approves the slate of awardees, the Executive Director shall work with the SETAC office to notify the awardees; and this shall not be done without prior approval of the Board of Directors. The SETAC NA Executive Director will notify recipients of these awards as they are made available for attending the SETAC NA Annual Meeting.

E) The requirement for Recent Graduate Award Recipients - Award recipients will be required to create a conference report outlining the experience the award winner gained from attending the meeting, which will be shared with the winner’s supervisor and SETAC NA. These reports should be sent to the attention of the President and the Executive Director for SETAC NA.

7.0 Presentation Awards

7.1 SETAC Best Platform and Poster Presentation Awards
These awards are given to the Best Student Platform Best Student Platform Presentations and Best Student Poster Presentations at each academic level (undergraduate, MS, PhD) during the SETAC NA Annual Meeting. In each category (platform and poster), there will be a first, second, and third place award for each educational level, for a total of 18 awards. A description of these awards is available at http://www.setac.org/?SETACSETAC NA Awards BestStu

• Foster (Sonny) Mayer Best Student Presentation, Platform and Poster for the PhD level
• Best Student Presentation, Platform and Poster, for the MSMS level
• Best Student Presentation, Platform and Poster, for the Undergraduate level

A) Award Benefits - The award winner will receive a certificate and a complimentary registration to attend the next year SETAC NA annual meeting. As the result of the sponsorship of this award, there may be funds available for cash awards as well as plaques for the award winners. The decision about the amount of funding is at the discretion of the SETAC NA Executive Director, based on the available funds. Plaques and cash awards will be made to the recipients upon validation of scores.

B) Eligibility - To qualify for consideration, the first author of the presentation must be a current SETAC Student Member in good standing residing in/affiliated with any of the SETAC geographic Units (Regional/Language Chapter membership alone is not enough). The presentation results must be research conducted by the author as a student, while he or she was still a student.

C) Application - The Online Abstract Submission form describes the specifics for the author to indicate his or her desire to participate in this competition. Students will be required to be present at their posters during the breaks and poster social to ensure they are judged.

D) Judging - The Student Presentations Subcommittee of the SETAC NA AF Committee and additional reviewers will judge the poster and platform papers. All presentations will be reviewed using a standardized scoring sheet. There will be 3 reviewers for each presentation, whenever possible; however, a student will not be disqualified if less than 3 reviews have been completed. For each academic level, awards will be based upon the numerical results of the reviews. Platform Presentations will be judged by SETAC members, qualified attendees, and members of the Awards and Fellowships Committee to provide enough additional reviewers to provide careful and thorough reviews. All applicants will be ranked based on criteria presented below. Poster Presentations will be judged by SETAC members, qualified attendees, and members of the Awards and Fellowships Committee to provide enough additional reviewers to provide careful and thorough reviews. For the sake of uniformity, only the poster itself and conversation with the author during his/her time at the poster will be used in the judging process. Any formal oral presentation during the poster session will not be judged. All applicants will be ranked based on the following criteria for both Platform and Poster presentations:

1) Quality of Presentation and Research:
   • Completeness: Abstract, Introduction, Hypotheses/Goals, Methods, Results, Conclusions
   • Content: Soundness of approach/methodology, results, and discussion
   • Context: Background, relevance, the significance of the contribution
   • Clarity: Clear and logical presentation
   • Mastery: Depth of understanding and knowledge of the field

2) Oral Delivery:
   • Mechanics: Timing and clarity of speech
- Style: Enthusiasm for the subject and ability to hold interest/engage the audience

3) Visual Impact:
- Mechanics: Overall layout and clarity, effectiveness in reinforcing the presentation
- Style: Innovative user of imagery and layout, engaging

4) Defense of Presentation:
- Clarity of answers to the question, demonstrated knowledge of work by responding to judge's questions

7.2 American Chemical Society (American Chemical Society) Best Student Presentation with a focus in Environmental Chemistry

The SETAC NA Chemistry Interest Group (CIG) is responsible for the development and selection of that American Chemical Society award and the operating procedure for the review and evaluation of applicants. The Student Presentation Subcommittee helps with the administration of the Presentation Subcommittee and uses the same criteria for awarding the best papers as described above.

8.0 Travel Awards for Students and Minority Students & Faculty

8.1 North America Annual Meeting Student Travel Awards

The purpose of the Student Travel Award is to encourage the attendance and participation of student members of SETAC from any geographic unit at the SETAC NA Annual Meeting through the support of travel and accommodation costs. A description of this award and relevant information for the application, including current dates for application, is available at this weblink: Student Travel Award Information

A) Award Benefit – The recipient(s) will receive partial travel support of travel to the Annual SETAC NA Meeting.

B) Eligibility - Applicant must be the presenting author on a submitted abstract at an Annual Meeting and must be a SETAC Student Member in good standing residing in and affiliated with any of the SETAC Geographic units (Regional/Language Chapter membership alone is not enough) a student is limited to winning two travel awards, including all student and minority travel awards, during their graduate education career. Travel awards made to undergraduate students will not count toward the two awards.

C) Application - Each student must declare their intent of applying for a Student Travel Award as part of their abstract submission process (i.e., check the box on the abstract submission form). Failure to meet the deadline or to follow instructions invalidates the application. The Student Travel Award Application Deadline is the same date as the first abstract submission deadline.

D) Application package. The complete application package should be submitted during the abstract submission.
- Active student membership (paid membership) with SETAC
- Applicant’s resume (3000-characters or fewer)
- Applicant’s abstract for SETAC NA
- Applicant’s statement of research goals and accomplishments (1500 character or fewer)
• A supporting statement by the applicant’s research advisor (2500 characters or fewer). Note the advisor will receive an email requesting the supporting statement.
• Applicants must agree to volunteer for a minimum of four (4) hours during the SETAC NA Annual Meeting to receive a monetary stipend.
• No group applications will be accepted.

E) Evaluation: The SETAC office screens the applications for the required items (active membership, resume, applicant’s abstract, statement of goals), the advisor’s letter of support (3000 characters or fewer), and the agreement by the student to volunteer (on the abstract submission form) for the minimum of 4-hour, then the reviewers will score on the merits of the application following the rubric. Applicants will be scored based on the following criteria using the rubric for the award:

• Completeness of the application package
• Quality of the abstract
• Organization and presentation of the applicant’s statement of goals and accomplishments.
• Submissions must meet the length requirements
• Availability of the applicant to volunteer for a least 4 hours during the annual meeting.

E) Reviewing Process: The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least 3 reviews, and if there are more than 3 reviewers on a few applicants, the lowest score should be discarded. Given the considerable number of applicants, the reviewer will distribute the award reviews by the level of collegiate level, i.e., undergraduate, masters, and Ph.D. so that the applicants are scored with equal consideration for the academic level. Each academic level should have a defined cutoff score for acceptable applications determined and documented. The list of students to support for the annual meeting should be provided to the Board of Director’s Liaisons shall present the award information to the Board of Directors before the July Board, so that the SETAC office has time to notify the students and the students can register for the early bird registration. Once the Board approves the slate of awardees, the Executive Director shall work with the SETAC office staff to notify the awardees; and this shall not be done without prior approval of the executive committee of the Board of Directors. If the number of highly meritorious applicants exceeds the available funds, selections will be made with the objectives of maintaining discipline-based. To allow planning for attendance at the SETAC NA Annual Meeting, applications will be due at the due date for abstracts are due in June of each year, and notifications will be made by 15 August of each year.

F) Awardee Approval and Notifications - The list of students must be presented to the BoD liaison to provide to the Board for Approval. The award list should be separated by the same level of education. All student that is selected to receive this award is provided with monetary funding in the amount of $400. The SETAC NA Executive Director will notify recipients of these awards as they are made available for attending the SETAC NA Annual Meeting. An annual pool of funds designated from the SETAC NA Executive Committee of the Board of Directors and the Executive Director will be designated for the support of these student travel awards. The award will be made directly to the student as a monetary stipend awarded at the annual meeting.

8.2 Minority Student and Mentor Travel Awards

The goal of this program is to introduce Minority Students and/or their faculty mentors to SETAC NA and the professional opportunities offered in the fields of environmental toxicology, environmental chemistry, hazard assessment, and risk analysis. The long-term goal of the program is to increase awareness among minorities of the educational opportunities and career choices in the fields.
encompassed by the members of SETAC. A description of this award and relevant information for application, including current dates for application, is available at: https://awards.setac.org/. For the purposes of this award, the term “minority” refers to African Americans, Hispanics, Native Americans, and Pacific Islanders. The SETAC NA Board of Directors may identify other ethnic groups as appropriate. Minority undergraduate students, graduate students, and faculty mentors of these students with an interest or area of study allied with SETAC will be eligible to apply.

A) Award Benefit – The recipient(s) will receive a one-year membership to SETAC and partial travel support of travel to the Annual SETAC NA Meeting.

B) Eligibility Criteria: Student must be a SETAC student member in good standing residing in and affiliated with any of the SETAC Geographic units (Regional/Language Chapter membership alone is not enough.). Applicants will be scored based on the following criteria using the rubric provided:
- Completeness and timeliness of the application package;
- Quality of educational/professional goals and accomplishments in relation to the background of the applicant; and
- Quality of Abstract

If the number of highly meritorious applicants exceeds the available funds, selections will be made with the objectives of maintaining educational, discipline-based and geographical distribution.

C) Application: One copy of an application package should be submitted to the SETAC NA Office by abstract deadline of each year. Applications received by fax will not be accepted. One award will be allowed during a degree program or faculty level, with a maximum of two allowed per applicant. The application package should include the following items:
- A copy of the applicant’s abstract
- A one-page (maximum) resume of the applicant, giving citizenship status
- A one-page statement (maximum) of educational/professional goals and accomplishments by the applicant, and of how these goals and accomplishments coincide with the mission of SETAC
- A letter of endorsement by the applicant’s faculty advisor (for students) or academic supervisor (for faculty); one-page maximum.
- Applicant must agree to volunteer for a minimum of four (4) hours during the Annual Meeting to receive a monetary stipend

D) Review of Applicants: The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least 3 reviews, and if there are more, the lowest score should be discarded. Given the considerable number of applicants, the reviewer will distribute the award reviews by the level of collegiate level, i.e., undergraduate, masters, Ph.D., Faculty so that the awards are scored with equal consideration for the academic level. These reviews should be then reviewed by the subcommittee chair. Each academic level should have a defined cutoff score determined and documented. From the review, the list with applicant names, affiliations, academic level, and individual scores (reviewers names are hidden) and the average score should be provided to the full committee, with the suggested awardee level noted with the cutoff score.

E) Award Selection: Route the list to the full AF Committee for discussion and approval. The list with names, affiliations, academic level, and scores by reviewer (generic reviewer) should then be provided to the Liaisons of Board of Directors Award and Fellowship Committee for them to present to the Board of Directors before the July Board meeting for the students to be
notified and register for the early bird registration. Once the board approves the slate of awardees, the Executive Director shall work with the SETAC office to notify the awardees; and this shall not be done without prior approval of the Board of Directors. The SETAC NA Executive Director will notify recipients of these awards as they are made available for attending the SETAC NA Annual Meeting.

9.0 Grants

9.1 Indigenous People of North America

SETAC NA is dedicated to achieving scientific diversity in its programming. Specifically, the society is interested in supporting the representation of Indigenous Peoples who are environmental professionals and want to contribute to and have a vested interest in environmental research, management and policy, but who may not have the financial resources to attend a SETAC NA annual meeting. Therefore, SETAC NA created the Indigenous Peoples of NA Meeting Attendance Grant to encourage participation of Indigenous Peoples at the SETAC NA annual meeting. In 2019, the Board approved of three grants at $500/each. All application must be submitted online by 15 September

A) Grant Benefit – The award includes a registration waiver, one-year SETAC membership and travel stipend of US$500. The number of awards may vary from year-to-year. Recipients of the award may reapply for the award after three years elapse since the previous award.

B) Eligibility: Eligible applicants must be Indigenous Peoples of NA, including but not limited to Native Americans, Native Hawaiians, Alaska Natives, First Nations, Inuit, Métis and the many Indigenous Peoples of Mexico. The nominee does not have to be a member of the Society.

C) Application Package: The applicant must complete the award application and include the following information:
   • Provide a brief, no more than 5 single sided pages, Curriculum vitae. Include the name of the Indigenous community in NA (Canada, Mexico or the United States, including U.S. territories)
   • Attachment or letter showing financial need based on the level of support the employer will provide
   • Letter states that the applicant will commit to attending all days of the meeting (i.e., Sunday through Thursday).
   • Application includes a well-thought out plan for attending the meeting, this should include an itinerary of activities, such as an agenda of the courses to attend, sessions or business meetings the applicant plans to attend and whether they will present their work in a poster or platform presentation at the meeting.
   • Submissions must meet the length requirements.

E) Reviewing Process: The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least 3 reviews, and if there are more, the lowest score should be discarded.

F) Awardee Approval and Notifications: Once the Board approves the slate of awardees, the Executive Director shall work with the SETAC office staff to notify the awardees; and this shall not be done without prior approval of the executive committee of the Board of Director’s. If the number of highly meritorious applicants exceeds the available funds, selections will be made with the objectives of maintaining discipline-based.
9.2 Dependent Care Grant

SETAC has established a Dependent Care Travel Grant to provide SETAC members who would like to attend a SETAC NA annual meeting but are impacted by the high cost of significant dependent care responsibilities, including childcare, especially for those that this would prevent participation at the Annual Meeting. This may be especially for early career scientists or those at small institutions with limited funding. The number of grants is dependent on the Board approval each year. SETAC defines a dependent as: A child 16 years old or younger, who resides with the applicant, a person older than 16 (e.g., an adolescent or adult child, spouse or elderly parent), who resides with the applicant and is dependent on the applicant for support due to a physical or mental impairment. SETAC is not responsible for any agreements made between the child care provider companies and meeting attendees.

This grant does not cover regular home-based dependent care expenses, expenses related to the attendee’s meeting participation, such as meeting registration, meals, travel of the attendee to the meeting or entertainment and personal expenses, such as tickets to local museums, amusement parks or social activities. The allowable expenses include:

- Dependent care expenses in route to or at the site of the meeting*
- Additional expenses at home because the primary caregiver was attending the meeting (e.g. overtime at a daycare center, cost of a sitter, etc.)
- Travel costs for bringing a caregiver to the meeting or your home
- Travel costs for bringing a dependent to the site of the meeting

All application must be submitted online by 31 August. If the number of grant applications exceeds available funding, preference will be given to applicants in the early stages of their careers.

A) Award Benefit: SETAC will provide grants of up to $400 (US) to support attendees who incur additional expenses or travel costs associated with dependent care during an annual meeting.

B) Eligibility: The applicant must meet the following requirements:
- Must be a current member of SETAC NA
- Attend the SETAC NA Annual Meeting in full
- Must be the primary caregiver

C) Evaluation: The SETAC office screens the applications for the required items (Applicants will be scored based on the following criteria using the rubric for the award:
- Complementness of the application package
- Explanation of how this grant will be used for dependent care travel.
- Organization and presentation of the applicant’s statement of goals and accomplishments.
- Submissions must meet the length requirements.

D) Reviewing Process: The Subcommittee Chair shall work with the SETAC office to notify the reviewers of their subset of applicants. Each review should have at least 3 reviews, and if there are more than 3 reviewers on a few applicants, the lowest score should be discarded. The list of applicants and recommended awardees should be provided to the Board of Director’s Liaisons shall present the award information to the Board of Directors.

E) Awardee Approval and Notifications: Once the Board approves the slate of awardees, the Executive Director shall work with the SETAC office staff to notify the awardees; and this shall not be done without prior approval of the executive committee of the Board of Director’s. If the number of highly meritorious applicants exceeds the available funds, selections will be made with the objectives of maintaining discipline-based.
10.0 SETAC Awards Managed by Other Entities

The awards that are managed by entities other than the AF Committee are described herein to ensure that the similar standards of award evaluations are conducted.

10.1 SETAC NA Presidential Citations

Each year the President of SETAC NA may identify individuals for special recognition at the SETAC NA Annual Meeting. Often, these individuals have worked behind the scenes to promote and support the activities of the Society. The selection of individuals is at the discretion of the President. However, members of the Society may nominate and present the nominees to the President for consideration. Recipients of the Presidential Citations are recognized at the SETAC NA Annual Meeting and receive a certificate acknowledging their special contribution. Nominations are provided to the President or to the award coordinator at the SETAC Office.

10.2 SETAC-American Chemical Society ENVR Student Exchange Program

SETAC and the American Chemical Society (ACS) Environmental Division have developed a Graduate Student Exchange Program to 1) expand the professional and scientific interactions of student members of the two participating organizations, and 2) promote networking between the ACS and SETAC. One award will be made annually in the amount of $1,000 for attendance at an ACS meeting that is held in the calendar year following the SETAC NA Annual Meeting at which the award is presented. In addition, ACS will provide a complementary registration for the meeting (www.acsenvr.com).

A) Eligibility Criteria: Applicant must be a SETAC NA MSMS or PhD student member in good standing and affiliated with any of the SETAC NA Geographic units (Canada, Mexico, United States).

B) Application: One copy of the following materials must be submitted electronically to the SETAC NA Office in mid-September and the submission process is posted on the SETAC webpage. Failure to meet the deadline or to follow instructions invalidates the application. The application packet must contain all the requested materials in no more than two (2) files (endorsements can be sent separately by advisors) to be considered for this award.

- Applicant must provide a high-quality abstract (copy of the abstract submitted for that year's SETAC NA annual meeting)
- Resumé of the applicant (Length guidelines must not exceed one-page, single single-sided, 12-point font, 1” margins)
- Letter of endorsement by the applicant’s faculty advisor (Length guidelines must not exceed 500 words max, single-sided); this letter should provide information from the advisor that the student is progressing well towards a graduate degree.

C) Review of Applicants

Student abstracts will be reviewed by a panel of subject matter experts within SETAC NA and facilitated via the SETAC NA AF Committee. All student authors will be notified by the SETAC Office staff when/if their abstract is selected for on-site judging. Authors of the five (5) highest ranked abstracts will be judged in person by the Awards Committee at the SETAC NA Annual Meeting.

D) Awardee Approval and Notifications: The list of award winners shall be provided to the BOD along with the number of applicants, and education level and college. Notifications should
be sent no later than mid-October to each student. The award winner will be announced at the SETAC NA Annual Meeting. Award monies will be provided to the student upon notification to the SETAC NA Awards Committee of abstract acceptance by the ACS Environmental Program Committee. Forwarding the abstract acceptance email from ACS is sufficient.

10.3 Student Advocacy Committee (SAC) Student Awards - Student Training Exchange Opportunity (STEO)

The SETAC NA Advocacy Council (SAC) (formerly the Student Activities Committee) established a Student Training Exchange Opportunity (STEO) to support SETAC student members in SETAC NA. The award is intended to provide students an opportunity to gain experience from universities (other than the student’s home institution), business and government agencies that will support student advancement and training. The fund will provide up to $1,000 to students who demonstrate monetary need. This fund is provided by monies raised from the Silent Auction held at the SETAC NA Annual Meeting that supports the experience and helps to defray costs associated with internship travel and lodging, equipment, or supplies needed to complete research objectives. The number of STEO awards is limited by available funds, with one or two opportunities awarded each year. At a minimum, three (3) members of the SAC will evaluate each application and rank all applications. Limit: Students may be awarded one award during their advanced degree program. The rubric for the scoring of this award is provided in the appendix of this SOP.

A) Eligibility Criteria:
1) Applicant must be a SETAC member in good standing who are enrolled in a NA (Canada, U.S. or Mexico) accredited college or university and is in his or her first year of a master’s degree program or their first–fourth year in a doctorate program.
2) Students can be in any field of study encompassed by SETAC (e.g., environmental toxicology, chemistry, environmental policy or environmental economics).
3) Monetary support equal to or greater than the Training Exchange Award (matching support) must be provided by the student’s institution, advisor or other sources

B) Application
1) Cover containing title of proposed project for funding, student name, address, phone and email of applicant.
2) Statement of research interest in the applicant’s field of study, including a statement containing the amount and proposed use of requested funding, along with a statement of educational or professional goals and accomplishments by the applicant, and brief statement of how these goals and accomplishments coincide with the mission of SETAC. Length guidelines must not exceed 3000 characters, 600 words max)
3) Supplemental financial support (from other sources) for completing your research objectives (Length guidelines must not exceed 2500 characters, 500 words max)
4) Letter of support from the institution or agency where the training will occur (2500 characters, 500 words max)
5) Letter of endorsement by the applicant’s faculty advisor (Length guidelines must not exceed 500 words max, single sided)
6) Résumé of the applicant (Length guidelines must not exceed one page, one-sided)

C) Evaluation Procedure
1) Originality and scientific merit of the project
2) Completeness and timeliness of the application package
3) Demonstrated financial need and additional sources of support
4) Quality of educational or professional goals and accomplishments about the background of the applicant; organization and presentation of the applicant’s statement of goals and achievements; and research interests.
Because the number of highly meritorious applicants may exceed the available funds, selection will be made with the objectives of maintaining educational, discipline and geographic-based distribution.

D) Post-Educational Event Requirements for STEO Recipients - A one-page report detailing the results of the exchange must be submitted to the Award coordinator at the SETAC office by the student no later than three months after completing their exchange.

10.4 SETAC North America Chemistry Interest Group Student Awards

Beginning in 2009, the SETAC NA Chemistry Interest Group has sponsored several chemistry-related sessions at the SETAC NA annual meeting, as well the SETAC NA Chemist Travel Award for non-SETAC members to present at the conference. The Chemical Interest Group is engaged in developing joint activities on a regional basis with other chemistry-related organizations (such as the American Chemical Society (ACS)) to further our outreach within the chemistry community. SETAC NA Chemist Travel Award sponsors an individual who excels in the field of environmental chemistry and is currently not a member of SETAC to attend the SETAC NA meeting.
Appendix of Scoring Rubrics for the Following Awards

**Professional Awards Rubrics**
- Stephen J Klaine Environmental Education Award
- Government Service Award
- Eugene Kenaga Membership Award
- SETAC/Outstanding Regional Chapter Award

**Research Fellowships Rubrics**
- EA Engineering Jeff Black Fellowship

**Travel Awards Rubrics**
- SETAC North America Recent Graduate Member Travel Award
- Student Travel Award
- Minority-Mentor Travel Award

**Presentation Awards Rubrics**
- SETAC / Best Student Platform and Poster Presentation Award;
- SETAC Student Training Exchange Opportunity

**Grant Rubrics**
- Indigenous Peoples
- Dependent Care
1) Stephen J. Klaine Environmental Education Award Rubric

The awardee must make significant contributions to environmental education either through educating other educators or by working with community groups and K-12 programs; the award is alternated between these two categories in successive years. The nominee does not have to be a SETAC member and may be nominated by a non-member or member of the Society. The award alternates between honoring an individual educator of educators and individuals or groups and organizations engaged in educating the public. (Note: The 2018 award will target groups and organizations engaged in educating the public). The recipient of this award will receive $1,000. Contributions should be related to one of the following areas:

- Improving environmental science curricula and technical education at any level of the educational system
- Developing programs that enhance environmental literacy and awareness in youth and the public
- Supporting innovative educational programs that encourage and stimulate the professional development of environmental scientists.

Application – application package must contain all the material requested to be considered for the award.

<table>
<thead>
<tr>
<th>Scoring Guidance</th>
<th>Submission must meet the length requirements</th>
<th>Rating</th>
<th>Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
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<tbody>
<tr>
<td>Eligibility – While not restricted to SETAC members; preference will be given to members or groups residing in the SETAC NA geographic unit countries (US, Canada, Mexico).</td>
<td>0-10</td>
<td>0-6</td>
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<tr>
<td>Letter of nomination – Includes a written overview of the individual or organization and the program/project purpose and accomplishments (6000 characters, two (2) page maximum) and supporting documentation of contributions made to the specified criteria of the award. The recommendation should clearly describe the impact of the nominee's work that aligns with the Award's purpose, eligibility and/or criteria.</td>
<td>0-20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
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<tr>
<td>Evidence of Participation – Individual Applicants – a biographical sketch that is a brief (3000 characters or fewer) that focuses on the award criteria. Please do not include a list of publications. Organizational Applicant – a written overview of the organization/program/project purpose and accomplishments (five pages maximum, 15,000 characters) Does the nominee's biographical sketch (individual) or overview (organization) provide evidence of the nominees' contribution to: Improving environmental science curricula and technical education at any level of the educational system. Developing programs that enhance environmental literacy and awareness in youth and the public. Supporting innovative educational programs that encourage and stimulate the professional development of environmental scientists.</td>
<td>0-20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
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<tr>
<td>Two letters of support – Do the letters of support provide evidence of the nominee's contribution? Letters should focus on the award and the selection committee criteria. Letters support that the nominee has shown that they are improving environmental science curricula and technical education at any level of the educational system? These letters should be no more than 400 words (max) and contain information not given in the nomination letter.</td>
<td>0-10</td>
<td>0-6</td>
<td>7-8</td>
<td>9-10</td>
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<tr>
<td>Do letters support that the nominee has shown been developing programs that enhance environmental literacy and awareness in youth and the public?</td>
<td>0-10</td>
<td>0-6</td>
<td>7-8</td>
<td>9-10</td>
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<tr>
<td>Letters support that the nominee been supporting innovative educational programs that encourage and stimulate the professional development of environmental scientists.</td>
<td>0-10</td>
<td>0-6</td>
<td>7-8</td>
<td>9-10</td>
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</table>

OVERALL TOTAL POSSIBLE 0-80
2) Eugene Kenaga Membership Award Rubric

This award will may be presented annually to a member of SETAC NA who has been instrumental in the developing of and working with the Society’s membership at either the national or the chapter level. The recipient will have contributed at the national or chapter level toward the improvement of the services SETAC NA offers to members through activities such as short course offerings and workshops, committee representation, and meeting/session organization at the annual conference; will have enhanced growth of SETAC NA membership; or will have provided leadership for members either at the chapter or national level. Registration fees for the recipient will be waived, and one-year membership will be waived by the Society in recognition of the individual’s contributions. Eligible nominees are restricted to members of SETAC NA in good standing for five years prior to consideration for the award. Current membership with SETAC – SETAC office will provide confirmation.

Citation (≤50 words):

Current and past membership- The SETAC office will confirm.

<table>
<thead>
<tr>
<th>Scoring Guidance</th>
<th>Submissions must meet the length requirements</th>
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<tr>
<td>Nomination Letter - This letter is provided by a SETAC member that is familiar with the contributions the nominee has made, and how they are recognized for their efforts related to membership in one or more of the following areas: improving the types of services SETAC offers members (e.g., courses, workshops at the chapter level), enhancing the growth of SETAC membership, and/or providing leadership for members at either the chapter or the national level. The letter should be 750 words or fewer. – This document describes the contributions of the nominee and should describe the nominee's work and how it is aligned with the Award's purpose, eligibility, and/or criteria of the award.</td>
<td>Rating Max</td>
</tr>
<tr>
<td>Letters of Support (2) - Letters must be from individuals that are SETAC member and familiar with the contributions the nominee has made and provide specifics on the contributions for the award criteria and focus on the award and the selection committee criteria. The support letters should clearly describe the impact of the nominee's work that aligns with the effort with the Award's purpose, eligibility and/or criteria. These letters need to indicate how the individual has contributed to the SETAC membership in one or more of the following areas: improving the types of services SETAC offers members (e.g., courses, workshops at the chapter level), enhancing the growth of SETAC membership, and/or providing leadership for members at either the chapter or the national level. Each letter should be no more than 400 words (max) and contain information not given in the Letter of Nomination.</td>
<td>Rating Max</td>
</tr>
<tr>
<td>Biographical sketch: Are the following clear from the nominee’s biographical sketch? The nominee has been instrumental in the developing of and working with the Society's membership at either the national or the chapter level? The nominee has contributed at the national or chapter level toward the improvement of the services SETAC offers to members through activities such as short course offerings and workshops, committee representation, and meeting/session organization at the annual conference; enhanced growth of SETAC membership; or provided leadership for members either at the chapter or national level. This is a brief (750 characters or fewer) that focuses on the award criteria. Should not include a list of publications.</td>
<td>Rating Max</td>
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</table>

OVERALL TOTAL POSSIBLE 0-60

3) SETAC Government Service Award Rubric
This award recognizes exemplary dedication and service by a scientist or scientific organization toward promoting the collective applications of environmental toxicology and chemistry to risk assessment in a government function; promoting the implementation of programs that can be used for the development of ecologically sound and acceptable practices and principles; and providing a forum for communication among professionals in government, business, academia, and other segments of society involved in the use, protection and welfare of the general public.

- Eligible nominees for this award will be restricted to public sector employees of a government in the SETAC NA geographic unit: the U.S., Canada, Mexico, or subnational jurisdictions thereof, e.g., states, provinces, territories, and local governments.
- Eligible nominees must be SETAC members in good standing.
- Application - The nomination package must be supported by all the materials requested to be considered for the award. The nominator must present documentation of contributions made to support the specified criteria of the award, and the application package must contain all the material requested to be considered for the award.

Citation (≤50 words) | Yes | No
--- | --- | ---
Current and past membership - The SETAC office will confirm. | Yes | No

<table>
<thead>
<tr>
<th>Scoring Guidance</th>
<th>Submissions must meet the length requirements</th>
<th>Rating Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
</tr>
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<tbody>
<tr>
<td>Letter of nomination (750 words or fewer). This document describes the contributions of the nominee and should describe the nominee's work and how it is aligned with the Award's purpose, eligibility, and/or criteria of the award. This letter is provided by a SETAC member that is familiar with the contributions the nominee has made. Those letters must indicate how the individual exemplifies dedication and service by a scientist or scientific organization toward promoting the collective application of environmental toxicology and chemistry to risk assessment in a government function. Each letter should be no more than 400 words (max) and contain information not given in the Letter of Nomination. The support letters should describe the impact of the nominee's work that aligns with the effort with the Award's purpose, eligibility and/or criteria.</td>
<td>0-20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
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<tr>
<td>Biographical sketch - Is it clear from the nominees biographical sketch that they demonstrated exemplary dedication and service toward promoting the collective application of environmental toxicology and chemistry to risk assessment in a government function; promoting the implementation of programs that can be used for the development of ecologically sound and acceptable practices and principles; and providing a forum for communication among professionals in government, business, academia, and other segments of society involved in the protection of the welfare of the general public? A brief (750 characters or fewer) that focuses on the award and award criteria. The package did not include a list of publications.</td>
<td>0-20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
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<tr>
<td>Two (2) letters of support from individuals that are SETAC member and familiar with the contributions the nominee has made. The letters should each indicate how the individual exemplifies dedication and service by a scientist or scientific organization toward promoting the collective application of environmental toxicology and chemistry to risk assessment in a government function. The letters should provide specifics on the contributions for the award criteria and focus on the award and the award criteria.</td>
<td>0-20</td>
<td>0-12</td>
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OVERALL TOTAL POSSIBLE | 0- 60 |
4) Outstanding Regional Chapter Member Rubric

Nominee is a current Regional Chapter member of SETAC in good standing and their SETAC chapter must be within the NA Geographic Unit of SETAC. It is not a requirement that the is a member of SETAC at the National level; May be from any of the three membership sectors of the Societies (academia, government or private). The recipient’s contributions improved the services the Regional Chapter offers to members through activities such as:

- Leadership for members at the chapter level;
- Improving services to members; enhancing the growth of the regional chapter membership;
- Committee representation;
- Annual regional chapter conference or portions thereof;
- Short courses and workshops;
- Organizational and administrative support to any of these activities and others as appropriate.
- Activities in support of the Regional Chapter: Members may not have contributed in all the areas listed, but he/she may have contributed extensively in a few of them and would have a lesser number of larger weightings rather than many smaller weightings in several categories.

Citation (≤50 words)                                                    Yes     No
Current and past membership- The SETAC office confirmed.            Yes     No

<table>
<thead>
<tr>
<th>Scoring Guidance</th>
<th>Submissions must meet the length requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of nomination - This document describes the contributions of the nominee and should describe the nominee's work and how it is aligned with the Award's purpose, eligibility, and/or criteria of the award; the excellence of the work, innovativeness of the approach used, the potential/realized impact and benefits of the work on society, and service to the scientific community. This must indicate how the individual exemplifies dedication and service. Specific examples of the efforts made by the individual on behalf of the membership (e.g., years of service, type of service, number or types of specific activities participated in, etc.). (Length guidelines meet and do not exceed the 750 characters or fewer)</td>
<td>Rating Scale 0-20</td>
</tr>
<tr>
<td>Biographical sketch - A brief sketch of the nominee focusing on the award and describes SETAC roles. Length guidelines meet the criteria and do not include a list of publications.</td>
<td>Rating Scale 0-20</td>
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<tr>
<td>Letters of support (2) from individuals that are SETAC members and familiar with the contributions the nominee has made. Each letter contains information not given in the Letter of Nomination. The letters have should not exceed the 400 words or fewer.</td>
<td>Rating Scale 0-10</td>
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<tr>
<td>Two (2) letters of support show that the nominee made a significant contribution to the growth of the Regional Chapter? Letters each indicate how the individual exemplifies dedication and service to a regional chapter member of SETAC who has been consistently contributing to the development or functioning of the Society at the Regional Chapter Level.</td>
<td>Rating Scale 0-10</td>
</tr>
<tr>
<td>Evaluate the nominees sustained contribution to their regional chapter of SETAC along with other contributions SETAC NA. The support letters should clearly describe the impact of the nominee’s work that aligns with the effort with the Award's purpose, eligibility and/or criteria.</td>
<td>Rating Scale 0-10</td>
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OVERALL TOTAL POSSIBLE 0-70
5) **EA Jeff Black Fellowship Award Rubric**

This award is to honor Jeff Black’s life in science and his years of dedication to SETAC. Dr. Black was a champion for the involvement and growth of students in our profession and providing a meaningful opportunity to students in SETAC. In memory of his achievements and spirit of giving back to students, this fellowship is offered to students starting their professional journey. Only master’s students who have been accepted to or are participating in an environmental science or engineering program at a college or university are eligible.

Eligibility - Members in good standing of SETAC NA who reside in the SETAC NA Geographic Unit are eligible for this award. Applicant must currently be a master’s student in any field of study encompassed by SETAC, or an entering master’s student.

The application is complete with Statement of Interest, Research Proposal, Transcripts, Resume, Letter of Support from master’s degree advisor, and two additional letters of support. *If not, contact the chair or the SETAC office coordinator to let them know before proceeding with the review.*

<table>
<thead>
<tr>
<th>Scoring Guidance Submissions</th>
<th>Rating Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
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<tbody>
<tr>
<td><strong>Statement of Interest</strong></td>
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<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
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<td>The reviewer should critically evaluate the statement of interest.</td>
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<td>• Does the statement fall within the fields of study encompassed by SETAC?</td>
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<td>• Is there a logical organization and flow of the information presented?</td>
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<td>• Is the applicant concise and presents interests, thoughts?</td>
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<td>• Any grammatical/spelling errors?</td>
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<td>• Are the challenges/weaknesses addressed?</td>
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<td>• Do you, the reviewer, understand the applicant’s interests, zeal and motivation to succeed?</td>
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<tr>
<td><strong>Research Proposal</strong></td>
<td>15</td>
<td>6-9</td>
<td>10-12</td>
<td>13-15</td>
<td></td>
</tr>
<tr>
<td>• Is there a logical organization and flow of the information presented?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Is the applicant concise and presents the research proposal? Do you, the reviewer, understand the background/premise/significance of the proposed work, are the proposed methods and analysis outlined in a manner</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Any grammatical/spelling errors?</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>• Are anticipated challenges/weaknesses addressed?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transcripts</strong></td>
<td>10</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>• Evaluate transcripts and assign a score based on the coursework and associated level of success.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Resume</strong></td>
<td>15</td>
<td>6-9</td>
<td>10-12</td>
<td>13-15</td>
<td></td>
</tr>
<tr>
<td>• Evaluate based on your experience and knowledge of a well-prepared CV/resume. Concise, thorough and complete.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Presented in a manner applicable to this fellowship application.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Letters of Recommendation</strong></td>
<td>25</td>
<td>14-17</td>
<td>18-21</td>
<td>22-25</td>
<td></td>
</tr>
<tr>
<td>• Evaluate based on the overall recommendation of the applicant – potential for successfully completing course work, commitment, etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL TOTAL POSSIBLE** 0-85
6) Recent Graduate Member Travel Award Rubric

The purpose of the award is to encourage the participation of recent graduates who are SETAC members at each SETAC NA annual meeting. For this award, recent graduate applicants are encouraged to be involved at SETAC in addition to presenting at the annual meeting and outline how they intend to remain involved in SETAC. A recent graduate is a member who is classified as a recent member based on membership dues. It is anticipated that six awards (two per sector) will be made directly to recent graduates for the SETAC NA Annual Meetings. Awards (up to the US $800) in support of travel will be made with advance approval of the budget for this award by the Endowment Fund Board of Trustees and waivers for the Annual Meeting Registration will be provided for the successful applicants. After scoring is complete, applications will be ranked based on merit and financial need. These topics should be addressed in the package submitted.

<table>
<thead>
<tr>
<th>Eligibility - Applicants must be a current SETAC NA recent graduate member in good standing</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Scoring Guidance** Note: A nominee’s application does not need to address all the points below to demonstrate meaningful involvement at the meeting. Submissions must meet the length requirements.

**Involvement or Understanding of Advantages of Attending the Annual Meeting**
- Is the nominee presenting at the meeting?
- Does the nominee explain their topics of interest and rationale for attending the meeting?
- Do the nominee list specific sessions, committees, and/or interest groups that they plan to engage with when at the meeting?
- Does the nominee list important meetings or networking opportunities that would not be made possible without attending the meeting? - Is the nominee planning to enroll in a professional training course?
- Does the nominee provide an overall impression that they will take full advantage of what is offered at a SETAC NA meeting?
- Does the nominee address the financial need?

<table>
<thead>
<tr>
<th>Rating Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
<td></td>
</tr>
</tbody>
</table>

**Goals and Aspirations of the Recent Graduate**
- Does the recent graduate applicant describe how they have been involved with SETAC at the regional chapter, or global units and how they plan to continue as a SETAC contributor in the future? Does the description indicate their continuing support within SETAC?
- Does the nominee list short- and long-term career goals?
- Are the listed goals ambitious and reasonable?
- Does the nominee link their career goals to meeting attendance and future involvement with the SETAC organization?
- Does the nominee provide an overall impression that they see the meeting attendance as an important contribution to achieving their goals and helping further the goals of the Society??

<table>
<thead>
<tr>
<th>Rating Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL TOTAL POSSIBLE** 0-40
## 7) SETAC North America Student Travel Awards Rubric

The purpose of the Student Travel Award is to encourage the attendance and participation of student members of SETAC from any geographic unit at the SETAC NA Annual Meetings through the support of travel and accommodation costs. A description of this award and relevant information for application including deadlines for the application is available at the web page: [http://www.setac.org/?page=SNAAwardsSTravel](http://www.setac.org/?page=SNAAwardsSTravel).

Applicant must be the presenting author on a submitted abstract at an Annual Meeting and must be a SETAC Student Member in good standing residing in and affiliated with any of the SETAC Geographic units (Regional/Language Chapter membership alone is not enough.). Awards made to Undergraduate students, will not count toward the two awards. A student is limited to winning two travel awards during their graduate education. This includes all student and minority travel awards.

### Requirements:
- Applicant must be a SETAC student member in good standing
- A student is limited to winning two travel awards during their graduate education (includes all student and minority travel awards). Only one travel or minority travel award per applicant per year
- Applicants must make a platform or poster presentation at the meeting

### Evaluation Procedures:
Ideally all applicants for travel awards will be funded, because the number of awards is limited by available funds, applicants will be ranked on the basis of the following criteria:
- Completeness of the application package.
- Organization and presentation of the applicant's statement of goals and accomplishments.

In the event of highly meritorious applicants, selection will be made with the objectives of maintaining discipline and geographical-based distribution

<table>
<thead>
<tr>
<th>Application has all required information and is complete (if no, contact the Chair or the SETAC Awards coordinator)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student has exceeded the number/type of awards they can obtain (if yes, stop and do not score)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

### Scoring Guidance
*Submissions must meet the length requirements*

<table>
<thead>
<tr>
<th><strong>Quality of the Abstract</strong></th>
<th>Rating Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the objective stated, rational and logical?</td>
<td>20</td>
<td>0-10</td>
<td>11-15</td>
<td>16-20</td>
<td></td>
</tr>
<tr>
<td>Does the abstract address issues of importance in environmental toxicology, chemistry, hazard assessment or risk analysis?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Statement of Research Goals and Accomplishments (5000 characters maximum)</strong></th>
<th>Rating Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization and presentation of the applicant’s statement of goals and accomplishments</td>
<td>20</td>
<td>0-10</td>
<td>11-15</td>
<td>16-20</td>
<td></td>
</tr>
<tr>
<td>To what degree do the applicant's education and professional goals related to his/her background and to the mission of SETAC?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>A supporting statement by the applicant's research advisor (one-page maximum)</strong></th>
<th>Rating Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
<td>0-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
</tbody>
</table>

| **OVERALL TOTAL POSSIBLE** | 0-50 |
8) SETAC North America Minority- Mentor Travel AwardsRubric

The goal of this program is to introduce Minority Students &/or their faculty mentors to the Society and to the professional opportunities offered in the fields of environmental toxicology, environmental chemistry, hazard assessment and risk analysis. The long-term goal of the program is to increase awareness among minorities of educational opportunities and career choices in the fields encompassed by the members of SETAC.

NA minority undergraduate students, graduate students, and faculty mentors of these students with an interest or area of study allied with SETAC will be eligible to apply. Students can win one award as a MS and one award as a PhD student, but cannot win a minority student/mentor award plus MS and PhD awards. A maximum of two awards will be given to any one person, except that an award to an undergraduate student does not count toward the two awards. For the purposes of this award, the term "minority" refers to Blacks, Hispanics, Native Americans, Asian Americans, Pacific Islanders, and other ethnic groups designated by the Board of Directors.

Requirements:
Applicant must be a SETAC student or SETAC member in good standing

Evaluation Procedures: Ideally all applicants for travel awards will be funded. However, because the number of awards is limited by available funds, applicants will be ranked on the basis of the following criteria:

1. Completeness and timeliness of the application package.
2. Organization and presentation of the applicant's statement of goals and accomplishments.

In the event of highly meritorious applicants, selection will be made with the objectives of maintaining discipline- and geographical-based distribution

Application is having all required information and is complete (if no, contact the Chair or the SETAC Awards coordinator)
Yes No
Student has exceeded the number/type of awards they can obtain (if yes, stop and do not score)
Yes No

<table>
<thead>
<tr>
<th>Scoring Guidance</th>
<th>Submissions must meet the length requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating Max</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Completeness and timeliness of the application package received by deadline date.</td>
<td>10</td>
</tr>
<tr>
<td>• Applicant has not won more than two travel/minority awards as an advanced student.</td>
<td></td>
</tr>
<tr>
<td>• Budget appears reasonable.</td>
<td></td>
</tr>
<tr>
<td>Quality of education/professional goals and accomplishments clear:</td>
<td>10</td>
</tr>
<tr>
<td>• presentation of the education background of the student which is clear in the included resume (5000 characters maximum).</td>
<td></td>
</tr>
<tr>
<td>Organization of Applicants Statement of Goals and Accomplishments.</td>
<td>10</td>
</tr>
<tr>
<td>• To what degree do the applicant's educational and professional goals relate to his/her background coincide with the mission of SETAC? Statement met the 5000 characters maximum?</td>
<td></td>
</tr>
<tr>
<td>Endorsement Letter –</td>
<td>10</td>
</tr>
<tr>
<td>• Strength of endorsement by faculty advisor or academic supervisor. Letter met the length requirement</td>
<td></td>
</tr>
</tbody>
</table>

OVERALL TOTAL POSSIBLE 0 - 40
9) Indigenous Peoples Grant Rubric

SETAC NA is dedicated to achieving scientific diversity in its programming. Specifically, the society is interested in supporting the representation of Indigenous Peoples who are environmental professionals and want to contribute to and have a vested interest in environmental research, management and policy, but who may not have the financial resources to attend a SETAC NA annual meeting. Therefore, SETAC NA created the Indigenous Peoples of NA Meeting Attendance Grant to encourage participation of Indigenous Peoples at the SETAC NA annual meeting. In 2019, the Board approved of three grants at $500/each. All application must be submitted online by 15 September.

Grant Benefit – The award includes a registration waiver, one-year SETAC membership and travel stipend of US$500. The number of awards may vary from year-to-year. Recipients of the award may reapply for the award after three years elapse since the previous award.

Applications will be judged based on merit and financial need. These topics should be addressed in the package submitted.

Eligible applicants must be Indigenous Peoples of NA, including but not limited to Native Americans, Native Hawaiians, Alaska Natives, First Nations, Inuit, Métis and the many Indigenous Peoples of Mexico. The nominee does not have to be a member of the Society. Submissions must meet the length requirements.

**Scoring Guidance** Note: A nominee’s application does not need to address all the points below to demonstrate meaningful involvement at the meeting. Submissions must meet the length requirements.

<table>
<thead>
<tr>
<th>Scoring Guidance</th>
<th>Rating</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide a brief, no more than 5 single sided pages, Curriculum vitae.</td>
<td>20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
<td></td>
</tr>
<tr>
<td>Quality and comprehensive attachment or letter showing financial need based on the level of support the employer will provide.</td>
<td>10</td>
<td>0-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>Letter states that the applicant will commit to attending all days of the meeting (i.e., Sunday through Thursday).</td>
<td>10</td>
<td>0-6</td>
<td>7-8</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>Package includes a well-thought out plan for attending the meeting, this should include an itinerary of activities, such as an agenda of the courses to attend, sessions or business meetings the applicant plans to attend and whether they will present their work in a poster or platform presentation at the meeting.</td>
<td>20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL TOTAL POSSIBLE** 0 - 60
## 10) Dependent Care Grant Rubric

SETAC NA has created a Dependent Care Travel Grant to support SETAC members who would like to attend a SETAC NA annual meeting but are impacted by the high cost of significant dependent care responsibilities, including childcare. The impact prevents attendance at meetings, especially for early career scientists or those at small institutions with limited funding. Grants of up to US$400 are available to support attendees who incur additional expenses or travel costs associated with dependent care during an SETAC Annual Meeting. SETAC defines a dependent as:

- A child 16 years old or younger, who resides with the applicant
- A person older than 16 (e.g., an adolescent or adult child, spouse or elderly parent), who resides with the applicant and is dependent on the applicant for support due to a physical or mental impairment.

Applications will be judged based on merit and financial need. These topics should be addressed in the package submitted.

Eligibility: The applicant must be a current member of SETAC NA, attend the SETAC NA Annual Meeting in full, and must be the primary caregiver.

Evaluation: The SETAC office screens the applications for the required items. Completeness of the application package:

- Explanation of how this grant will be used for dependent care travel.
- Organization and presentation of the applicant’s statement of goals and accomplishments.
- Submissions must meet the length requirements.

Please note that if the number of grant applications exceeds available funding, preference will be given to applicants in the early stages of their careers.

<table>
<thead>
<tr>
<th>Scoring Guidance</th>
<th>Rating Max</th>
<th>Satisfactory</th>
<th>Exceeds Expectation</th>
<th>Outstanding</th>
<th>Your Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Involvement or understanding of advantages of attending the annual meeting</td>
<td>20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
<td></td>
</tr>
<tr>
<td>• Is the applicant presenting at the meeting?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Does the applicant explain their topics of interest and rationale for</td>
<td></td>
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</tr>
<tr>
<td>attending the meeting?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Does the applicant address the financial need? Must be the primary caregiver.</td>
<td>20</td>
<td>0-12</td>
<td>13-16</td>
<td>17-20</td>
<td></td>
</tr>
<tr>
<td>• Does the applicant provide an overall impression that they see meeting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>attendance as an important contribution to achieving their goals?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Request is an allowable expense, such as                                        | 20         | 0-12         | 13-16               | 17-20       |            |
| • Dependent care expenses in route to or at the site of the meeting*            |            |              |                     |             |            |
| • Additional expenses at home because the primary caregiver was attending the   |            |              |                     |             |            |
|   meeting (e.g. overtime at a daycare center, cost of a sitter, etc.)          |            |              |                     |             |            |
| • Travel costs for bringing a caregiver to the meeting or your home             |            |              |                     |             |            |
| • Travel costs for bringing a dependent to the site of the meeting              |            |              |                     |             |            |

**OVERALL TOTAL POSSIBLE** 0 - 40
**11) SETAC North America Annual Meeting - Student Presentation Award Form**

*Please enter your scores on the day of the judging!*

<table>
<thead>
<tr>
<th>Name of Nominee:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Award:</td>
<td></td>
</tr>
<tr>
<td>University:</td>
<td></td>
</tr>
<tr>
<td>Presentation Type:</td>
<td>Final ID:</td>
</tr>
<tr>
<td>Session:</td>
<td></td>
</tr>
<tr>
<td>When/Where:</td>
<td>Time of Visit to Poster:</td>
</tr>
</tbody>
</table>

**Level of Student Competition (circle one):**
- Undergraduate
- Masters
- PhD

<table>
<thead>
<tr>
<th>Circle Only One</th>
<th>Student Present</th>
<th>Student Absent</th>
<th>Poster Not Located</th>
</tr>
</thead>
</table>

**SETAC Presentation Awards Scoring for Best Student Platform and Poster Presentation Award**

All applicants will be ranked on the basis of the following criteria:
- Best Student Ph.D. Presentation for Foster (Sonny) Mayer Award
- Best Student Masters Presentation Award
- Best Student Undergraduate Presentation Award

### Quality of Presentation and Research (0-50)

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Under-prepared</th>
<th>Satisfactory</th>
<th>Proficient</th>
<th>Professional</th>
<th>YOUR SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completeness: Abstract, Introduction, Hypotheses/Goals, Methods, Result, Conclusions</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
<tr>
<td>Content: Soundness of approach/methodology, results and discussion</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
<tr>
<td>Context: Background, relevance, significance of contribution</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
<tr>
<td>Mastery: Depth of understanding and knowledge of field</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
<tr>
<td>Clarity</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
</tbody>
</table>

### Oral Delivery (0-20)

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Under-prepared</th>
<th>Satisfactory</th>
<th>Proficient</th>
<th>Professional</th>
<th>YOUR SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanics: Timing and clarity of speech</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
<tr>
<td>Style: Enthusiasm for subject and ability to hold interest/engage audience</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
</tbody>
</table>

### Visual Impact (0-20)

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Under-prepared</th>
<th>Satisfactory</th>
<th>Proficient</th>
<th>Professional</th>
<th>YOUR SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanics: Overall layout and clarity, effectiveness in reinforcing presentation</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
<tr>
<td>Style: Innovative user of imagery and layout, engaging</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
</tbody>
</table>

### Defense of Presentation (0-10)

<table>
<thead>
<tr>
<th>Points Possible</th>
<th>Under-prepared</th>
<th>Satisfactory</th>
<th>Proficient</th>
<th>Professional</th>
<th>YOUR SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of answers to question, demonstrated knowledge of work by responding to judge's questions</td>
<td>0-10</td>
<td>3-4</td>
<td>5-6</td>
<td>7-8</td>
<td>9-10</td>
</tr>
</tbody>
</table>

**OVERALL TOTAL POSSIBLE 0-100**

**Reviewer:** ____________________________  **Date:** ____________________________

NAME OF REVIEWER [SETAC ID#]

(Please sign and date.)
Presentation ID: ________________________________

COMMENTS (e.g., suggested areas of improvement, most impressive aspects etc.):

Please write your comment legibly so that these comments can be provided to the student.
12) **STEO AWARD Evaluation Rubric**

The award is intended to provide students an opportunity to gain experience from universities (other than the student’s home institution), business and government agencies that will support student advancement and training. The fund will provide up to $1,000 to students who demonstrate monetary need. This fund is provided by monies raised from the Silent Auction held at the SETAC SETAC NA Annual Meeting that supports the experience and helps to defray costs associated with internship travel and lodging, equipment or supplies needed to complete research objectives. The number of STEO awards is limited by available funds, with one or two opportunities awarded each year. At a minimum, three (3) members of the SAC will evaluate each application and rank all applications.

**Limit:** Students may be awarded one award during their advanced degree program

The materials submitted via the Award Webpage program by the date posted on the webpage. | Yes | No |
---|---|---|
The STEO application contains all the materials requested to be considered for this award. | Yes | No |

### Scoring Guidance

<table>
<thead>
<tr>
<th>Scoring Guidance</th>
<th>Rating Range</th>
<th>Satisfactory</th>
<th>Exceeds Expectations</th>
<th>Outstanding</th>
<th>YOUR SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover of application containing title of proposed project for funding, student name, address, phone and email of applicant.</td>
<td>0-5</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Statement of research interest in the applicant’s field of study, including a statement containing the amount and proposed use of requested funding, along with a statement of educational or professional goals and accomplishments by the applicant, and brief statement of how these goals and accomplishments coincide with the mission of SETAC. Length guidelines must not exceed 3000 characters, 600 words max)</td>
<td>0-20</td>
<td>12</td>
<td>16</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Supplemental financial support (from other sources) for completing your research objectives (Length guidelines must not exceed 2500 characters, 500 words max)</td>
<td>0-5</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Letter of support from the institution or agency where the training will occur (2500 characters, 500 words max)</td>
<td>0-10</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Letter of endorsement by the applicant’s faculty advisor (Length guidelines must not exceed 500 words max, single sided)</td>
<td>0-10</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Résumé of the applicant a (Length guidelines must not exceed one page, one-sided)</td>
<td>0-10</td>
<td>6</td>
<td>8</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL TOTAL POSSIBLE** | **0-60** |

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**NAME OF REVIEWER [SETAC ID#]**

**DATE**